

# Student Handout



**April 2005**  
**Process A Request For Leave, Pass, and Permissive TDY**  
**APPENDIX D**

## Table of Contents:

Handout #1 – Terminal Learning Objective

Handout #2 – Types of Chargeable Leave

Handout #3 – Leave and Earnings Statement

Handout #4 – Types of Non-Chargeable Leave

Handout #5 – Leave Control Log (DA 4149)

Handout #6 – Personnel Register (DA 647)

# Terminal Learning Objective

Action: Process a DA Form 31

Conditions: Given a completed DA Form 31 (Request and Authority for Leave), the Soldier's current Leave and Earning Statement (LES), access to DA Form 4179 (Leave Control Log ), AR 600-8-10, and standard office supplies.

Standards: The following actions are completed as necessary: (1) Soldiers were signed out and in on leave. (2) Unused approved DA Form 31s are voided. (3) Determined chargeable and nonchargeable leave periods upon a Soldier's return from leave. (4) Updated the Leave Control Log (DA 4179) to reflect chargeable leave. (5) Reconciled the Leave Control Log (DA 4179) and the Unit Leave Report.

## Chargeable Leave

Ordinary

Transition

Emergency

Permanent Change of Station

Leave In Conjunction with Temporary Duty

# Leave and Earning Statement (Extract)

BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE
60	27.5	24	63.5	171.5	2	30	22

# Leave and Earning Statement (Extract)

BF – The brought forward leave balance at the beginning of the current Fiscal Year.

ERND – The cumulative amount of leave earned in the current Fiscal Year.  
Normally this amount will increase by 2.5 days each month.

USED – The cumulative amount of leave used in the current Fiscal Year.

CR BAL – The current leave balance as of the end of the period covered by the LES.

ETS BAL – The projected leave balance to the Soldier's Expiration Term of Service.

LV LOST – The number of days of leave that has been lost.

LV PAID – The number of days of leave paid to date.

USE/LOSE – The projected number of days of leave that will be lost if not taken in Current fiscal year on a monthly basis. The number of days of leave in this block will Decrease with any leave usage.

## Non-Chargeable Leave

Convalescent

Permissive Temporary Duty

Excess

Regular Pass

Special Pass

# DA FORM 4179- LEAVE CONTROL LOG

[illegible]



[illegible]